



**CBEW**  
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Certified Public Accountants

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Independent Accountant's Compilation Report

To the Specified Users of the Report:

Town Council, Town of Ralston  
Ralston, Oklahoma

Trustees of the Ralston Public Works Authority  
Ralston, Oklahoma

Oklahoma Office of State Auditor and Inspector  
Oklahoma City, Oklahoma

Oklahoma Department of Commerce  
Oklahoma City, Oklahoma

We have compiled the accompanying Summary of Changes in Fund Balances-Cash Basis of the Town of Ralston and Public Trusts, Ralston, Oklahoma as of June 30, 2013 and the related Budgetary Comparison Schedule of General Fund-Cash Basis, Statement of Revenues, Expenses and Changes in Fund Balance of Ralston Public Works Authority-Cash Basis, and Schedule of Grant Activity-Cash Basis for the fiscal year ended June 30, 2013. The financial statements have been prepared in a format and basis of accounting, as prescribed by Oklahoma Statutes, that demonstrates compliance with the cash basis and budget laws of the State of Oklahoma, which is a comprehensive basis of accounting other than generally accepted accounting principles. We have not audited or reviewed the financial statements referred to above, and accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with the basis described above.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the requirements of Oklahoma Statutes and for designing, implementing, and maintain internal controls relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide an assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Town's assets, liabilities, equity, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

#### Independent Accountant's Report on Applying Agreed-Upon Procedures

Additionally, we have performed the procedures enumerated below which were agreed to by the specified users of the report, as identified above, and as defined within the applicable state laws of the State of Oklahoma solely to assist the Town and Public Works Authority in meeting its financial accountability requirements as prescribed by Oklahoma Statutes §11-17 (105-107) and §60-180.1-.3 and evaluating compliance with specified legal or contractual requirements for the fiscal year ended June 30, 2013. Management of the Town of Ralston is responsible for the Town's financial accountability and its compliance with those legal and contractual requirements. This agreed-upon procedures engagement was conducted in accordance with the attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

#### Procedures and Findings

As to the Town of Ralston as of and for the fiscal year ended June 30, 2013:

1. **Procedure Performed:** Prepare a schedule of changes in fund balances for each fund (see accompanying Exhibit 1) and determine compliance with the statutory prohibition of creating fund balance deficits.

**Findings:** No instances of noncompliance noted.

2. **Procedure Performed:** Prepare a budget and actual financial schedule for the General Fund (see accompanying Exhibit 2) and any other significant funds listing separately each federal fund and determine compliance with the legal level of appropriations by comparing expenditures and encumbrances to authorized appropriations.

**Findings:** The Town had no approved budget for the fiscal year to compare against actual expenditures and revenues.

**Criteria:** The Town should submit an annual budget each year. The Town is not allowed to spend more than its appropriations.

**Condition:** Since the annual budget was not submitted, expenditures exceeded its total appropriations for the year.

**Cause:** The Town failed to submit an annual budget for this fiscal year.

**Effect or Potential Effect:** Without filing an annual budget, the Town's expenditures exceeded appropriations and the Town was not in compliance with the State Budget Law.

**Recommendation:** We recommend that management submit an annual budget with the State each year.

**Management's Corrective Action Plan:** The Town will start filing an annual budget each year to stay in compliance with the State Budget Law.

3. **Procedure Performed:** Agree material bank account balances to bank statements, and trace significant reconciling items to subsequent clearance.

**Findings:** No significant reconciling items were noted as not clearing in a timely basis.

4. **Procedure Performed:** Compare uninsured deposits to fair value of pledged collateral.

**Findings:** All deposits were FDIC insured at June 30, 2013.

5. **Procedure Performed:** Compare use of material restricted revenues and resources to their restrictions.

**Findings:** No instances of noncompliance noted.

6. **Procedure Performed:** Determine compliance with requirements for separate funds.

**Findings:** No instances of noncompliance noted.

7. **Procedure Performed:** Determine compliance with reserve account and debt service coverage requirements of bond indentures.

**Findings:** No debt in the General Fund.

As to the Ralston Public Works Authority as of and for the fiscal year ended June 30, 2013:

1. **Procedure Performed:** Prepare a schedule of revenues, expenditures/expenses and changes in fund balances/net assets for each fund (see accompanying Exhibit 3) and determine compliance with any applicable trust or other prohibitions for creating fund balance deficits.

**Findings:** No instances of noncompliance noted.

2. **Procedure Performed:** Agree material bank account balances to bank statements, and trace significant reconciling items to subsequent clearance.

**Findings:** No significant reconciling items were noted as not clearing in a timely basis.

3. **Procedure Performed:** Compare uninsured deposits to fair value of pledged collateral.

**Findings:** All deposits were FDIC insured at June 30, 2013.

4. **Procedure Performed:** Compare use of material restricted revenues and resources to their restrictions.

**Findings:** No instances of noncompliance noted.

5. **Procedure Performed:** Determine compliance with requirements for separate funds.

**Findings:** No instances of noncompliance noted.

6. **Procedure Performed:** Determine compliance with reserve account and debt service coverage requirements of bond indentures.

**Findings:** The Ralston Public Works Authority met its debt service balance requirements at June 30, 2013.

As to the Town of Ralston and the Ralston Public Works Authority grant programs as of and for the fiscal year ended June 30, 2013:

1. **Procedure Performed:** Compile a schedule of grant activity for each grant/contract (see accompanying Exhibit 4) and compare receipts and disbursements to grant agreements and supporting information to report any noted noncompliance.

**Findings:** No instances of noncompliance noted.

We were not engaged to and did not conduct an examination, the objective of which would be the expression of an opinion on compliance and an opinion on the related financial statements and schedules. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the specified users, as identified above, and is not intended to be and should not be used by anyone other than these specified parties.

*CBEW Professional Group, LLP*

CBEW Professional Group, LLP  
Certified Public Accountants  
June 25, 2014

**TOWN OF RALSTON AND PUBLIC TRUSTS**  
**Ralston, Oklahoma**

**SUMMARY OF CHANGES IN FUND BALANCE-CASH BASIS**  
**For the Fiscal Year Ended June 30, 2013**  
**(Unaudited)**

	<u>Beginning of Year Fund Balances</u>	<u>Current Year Receipts</u>	<u>Current Year Disbursements</u>	<u>End of Year Fund Balances</u>
<b>TOWN:</b>				
General Fund	\$ 33,021	\$ 55,823	\$ 53,886	\$ 34,958
<b>City Subtotal</b>	<u>33,021</u>	<u>55,823</u>	<u>53,886</u>	<u>34,958</u>
<b>PUBLIC WORKS AUTHORITY:</b>				
PWA Utilities Fund	477,454	168,529	174,345	\$ 471,637
<b>PWA Subtotal</b>	<u>477,454</u>	<u>168,529</u>	<u>174,345</u>	<u>471,637</u>
<b>Overall Totals</b>	<u>\$ 510,475</u>	<u>\$ 224,352</u>	<u>\$ 228,231</u>	<u>\$ 506,596</u>

See Independent Accountant's Report

**TOWN OF RALSTON AND PUBLIC TRUSTS**  
**Ralston, Oklahoma**

**BUDGETARY COMPARISON SCHEDULE-CASH BASIS**  
**GENERAL FUND**  
**For the Fiscal Year Ended June 30, 2013**  
**(Unaudited)**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive (Negative)</u>
<b>Beginning Budgetary Fund Balance:</b>	\$ -	\$ -	\$ 33,021	\$ 33,021
<b>Resources (Inflows):</b>				
<b>Taxes:</b>				
Sales tax	-	-	34,814	34,814
Alcoholic Beverage Tax	-	-	3,695	3,695
Cigar Tax	-	-	446	446
Gas Excise Tax	-	-	-	-
Franchise Tax	-	-	8,119	8,119
Motor Vehicle Tax	-	-	2,356	2,356
Total Taxes	-	-	49,430	49,430
<b>Intergovernmental:</b>				
Fire Grant Revenue	-	-	4,484	4,484
Total Intergovernmental	-	-	4,484	4,484
<b>Investment Income</b>	-	-	-	-
<b>Miscellaneous Income:</b>	-	-	1,909	1,909
<b>Other Financing Sources:</b>				
Transfers from other funds	-	-	-	-
Total Other Financing Sources	-	-	-	-
<b>Amounts available for appropriation</b>	-	-	88,844	88,844

(Continued)

**TOWN OF RALSTON AND PUBLIC TRUSTS**  
**Ralston, Oklahoma**

**BUDGETARY COMPARISON SCHEDULE-CASH BASIS**  
**GENERAL FUND**  
**For the Fiscal Year Ended June 30, 2013**  
**(Unaudited)**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive (Negative)</u>
<b>Charges to Appropriations (Outflows):</b>				
<b>General Government:</b>				
Personal services	\$ -	\$ -	\$ 600	\$ (600)
Other services and charges	-	-	26,093	(26,093)
Capital outlay	-	-	-	-
Total General Government	<u>-</u>	<u>-</u>	<u>26,693</u>	<u>(26,693)</u>
<b>Clerk-Treasurer:</b>				
Personal services	-	-	-	-
Other services and charges	-	-	-	-
Capital outlay	-	-	-	-
Total Clerk-Treasurer	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fire:</b>				
Personal services	-	-	4,090	(4,090)
Materials and supplies	-	-	2,313	(2,313)
Other services and charges	-	-	3,384	(3,384)
Capital outlay	-	-	-	-
Total Fire	<u>-</u>	<u>-</u>	<u>9,786</u>	<u>(9,786)</u>
<b>Other Financing Uses:</b>				
Transfers to other funds	<u>-</u>	<u>-</u>	<u>17,407</u>	<u>(17,407)</u>
<b>Total Charges to Appropriations</b>	<u>-</u>	<u>-</u>	<u>53,886</u>	<u>(53,886)</u>
<b>Ending Budgetary Fund Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,958</u>	<u>\$ 34,958</u>

See Independent Accountant's Report

**TOWN OF RALSTON AND PUBLIC TRUSTS**  
**Ralston, Oklahoma**

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND BALANCE-CASH BASIS**  
**RALSTON PUBLIC WORKS AUTHORITY**  
**For the Fiscal Year Ended June 30, 2013**  
**(Unaudited)**

**Operating Revenues:**

## Charges for services:

Water	79,959
Sewer	20,328
Sanitation	27,312
Penalties	1,104
Insurance Reimbursement	18,020
Other	4,149

## Total Operating Revenues

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150,872

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**Operating Expenses:**

Administration	121,800
Water	24,258
Sanitation	28,288

## Total Operating Expenses

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174,345

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## Operating Income (Loss)

(23,474)

**Non-Operating Revenues (Expenses):**

Investment Income	29
Miscellaneous	222

## Total Non-Operating Revenues (Expenses)

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251

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**Net Income (Loss) Before Contributions and Transfers**

(23,223)

## Transfers in

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17,407

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**Change in fund balance**

(5,816)

**Fund Balance - beginning**


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477,454

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**Fund Balance - ending**


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\$ 471,637

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**TOWN OF RALSTON AND PUBLIC TRUSTS**  
**Ralston, Oklahoma**

**SCHEDULE OF GRANT ACTIVITY-CASH BASIS**  
**For the Fiscal Year Ended June 30, 2013**  
**(Unaudited)**

	<u>Beginning of Year Unexpended Grant Funds</u>	<u>Current Year Receipts</u>	<u>Current Year Disbursements</u>	<u>End of Year Unexpended Grant Funds</u>
<b>TOWN:</b>				
FIRE Operational Grant	-	4,484	4,484	-
<b>Town Subtotal</b>	<u>-</u>	<u>4,484</u>	<u>4,484</u>	<u>-</u>
<b>PUBLIC WORKS AUTHORITY:</b>				
<b>PWA Subtotal</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Overall Totals</b>	<u>\$ -</u>	<u>\$ 4,484</u>	<u>\$ 4,484</u>	<u>\$ -</u>

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